

5 February 1960

MEMORANDUM FOR : [REDACTED]

SUBJECT

: Report of Cable Secretariat Operations
From 1 - 31 January 1960

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1. Processing Volume

- a. The Cable Secretariat reproduced and disseminated 10,338 IN cables, 4,095 OUT cables, 972 TD's and 886 miscellaneous items for a total of 16,291 work items for the month of January 1960. This represents a decrease of 1,284 items or 8% less than the 1959 monthly average of 17,515 work items.
- b. Cables decreased 1,161 or 8% below the 1959 monthly average of 15,600 cables. The January 1960 total is 116 or 1% less cables than December 1959 and 1,182 or 8% less cables than January 1959.
- c. TD's decreased 104 or 10% below the 1959 monthly average of 1,076 TD's.
- d. We processed an average of 666 cables Monday through Friday, 315 on Saturday and 81 on Sunday.
- e. 1,039 cables or 7% of all cables processed were furnished to the Director as compared to 1,166 or 8% for December 1959.

2. Personnel

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- a. We are still four persons short of our ceiling strength of [REDACTED]
- b. [REDACTED] will be on military leave for two weeks beginning 1 February and will return to duty on 15 February 1960.

3. General

- a. As stated in our December 1959 report, we are about to conclude our participation in the test in which flexowriter tapes containing intelligence information reports are air mailed to Headquarters and processed by the

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Cable Secretariat on a flexowriter. Effective Tuesday, 9 February 1960, KK, WE and FK will assume this responsibility. This decentralization step is in accordance with our original understanding that we were to handle only for such time as might be required to prove the feasibility of the new system.

b. Our hopes are still high that the Haloid Xerox Model 914 Copier may prove to be the solution to many of our typing and reproduction problems. A demonstration model became available at the local Haloid office early in January and we and the Forms Management people were among the first to examine it. A considerable number of masters of good quality were made on it at a rate of 3 a minute which is about what we were expecting of it. Arrangements are being made by [REDACTED] Chief PSD, for one of the copiers to be placed in our shop early in March. At the same time he is also arranging for us to receive, on a free trial basis, the latest models of offset presses. His assistance and cooperation is exceptional and is providing us an opportunity to determine just how suitable the equipment is for our operations.

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c. At midnight 5 February 1960 the DD/P Intelligence Watch Officer Group (IWOG) will begin to release Intel Reports (TD's) during the night tours seven days a week. This will be a significant step in cutting down the delay between the time a report is received as a cable and the time the report is released to the community as a TD. All such reports will be distributed by the Cable Secretariat as a TD, i.e., appropriate copies to every one at the same time. This practice, recommended by the Cable Secretariat and approved by DD/P, will eliminate any need for us to distribute the item separately as a cable and will eliminate the duplicate receipt of the item in many offices which heretofore received it first as a cable and a second time as a TD report. We believe substantial savings in reading, logging and filing time will accrue in recipient offices in addition to the benefit to ourselves of cutting down our workload by one complete handling of such items.

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[REDACTED]

Deputy Cable Secretary